

## **WVMTA Administrative Board Handbook**

**Job descriptions from the WVMTA Constitution/Bylaws and/or the WVMTA Performance Plan in BOLD precede each office's detailed description.**

### **ARTICLE IV -OFFICERS**

**Officers of the Association shall be a President, President Elect, First Vice President, Second Vice President, Secretary, Treasurer, and Immediate Past President. The manner of election and the duties of each officer shall be defined in the Bylaws.**

### **ARTICLE V -ADMINISTRATIVE BOARD**

**Section I. The Administrative Board shall be composed of the President, President Elect, the Vice Presidents, Secretary, Treasurer, immediate Past President, the District Chairs, Newsletter Editor, Certification Chair, and Community Outreach and Education Chair.**

**Section 2. The Administrative Board shall determine policies of the Association within the limits of the Constitution and Bylaws. It shall actively pursue the purposes of the Association and shall have discretion in the disbursement of all funds of the Association. It may adopt such rules and regulations for the conduct of Association business as shall be deemed advisable and may, in the execution of the powers granted, appoint such agents as it may consider necessary.**

**Section 3. In order to transact business a quorum consisting of a majority of the Administrative board must be present, at least one of them being the President or President Elect.**

### **ARTICLE VI -DUTIES OF WVMTA OFFICERS**

**Section 1. The President presides at meetings of the Association, calls and presides at meetings of the Administrative Board, appoints all standing and special committees as needed, and performs all other duties implied by this title.**

#### **West Virginia Music Teachers Association Responsibilities of the President Two-year Cycle**

The president is responsible for:

- 1. Read (before every meeting or public appearance re-read/refresh knowledge of) highlighted Past Meeting Minutes, Performance Plan and Constitution/Bylaws. Past Minutes should be found and continually maintained in President's Box. Both of the other documents (Performance Plan and Constitution) can be found on the website if not within reach in President's materials. Use these 3 documents as reference when documenting any answers given to member**

questions. Any & all presidential responses should have a written basis for the response and written documentation should always be verbally CITED when responding. If nothing is written down, to explain away a question, then the issue must go before the board.

2. Representing the state at the Eastern Division and National Conferences or appointing a representative.
3. Write state president's report for Eastern Division and National office as required by the appropriate national officer and regional director
4. Preside at administrative Board Meetings, General membership meetings and other committees as deemed necessary by the constitution and bylaws, such as the nominating committee, budget and TOY/DLOY committees.
5. Update State portal at [www.mtna.org](http://www.mtna.org)
6. Send updates to WVMTA webmaster
7. Direct correspondence to appropriate bodies such as conference artists, student winners, new members, newly certified members etc.
8. Set up budget committee in March of each year to develop budget to be presented at the June Board meeting.

#### MEETINGS:

1. Administrative board meetings:
  - a. Set the time, place and date of meeting in consultation with members.
  - b. Set the agenda to include call to order, approval of minutes, officer reports, committee reports and other business. Solicit agenda items from district chairs.
  - c. Follow Roberts Rules of Order for any parliamentary procedures. Appoint a parliamentarian if necessary.
  - d. Request that detailed reports given at meetings be typed and submitted to the secretary if information must be added to the minutes.
2. General membership meeting:
  - a. Give notice of the date, place and time of meeting in the September newsletter. The meeting generally takes place at the state conference.
  - b. Set the agenda to include call to order, approval of minutes, officer reports, committee reports and other business. Solicit agenda items from district chairs.
  - c. Follow Roberts Rules of Order for any parliamentary procedures. Appoint a parliamentarian if necessary.
  - d. Request that detailed reports given at meetings be typed and submitted to the secretary if information must be added to the minutes.

\*Board meetings: The president schedules three board meetings each year. Typical dates are around the third week in January, June and at the annual state conference.

Location and times are at the discretion of the president, but 11:00-1 or 2:00 seems to work well for most officers and a central location is appreciated.

Voting members of the board include elected officers, standing committee chairs and local district chairs. There must be a quorum to conduct official business. The president usually sends an electronic reminder to all board members which also might request specific reports or information to be brought to the meeting. Items to take to the board meeting:

1. gavel, stationary, envelopes
2. bills and receipts for treasurer
3. copies of meeting agenda for members
4. supporting documents and letters
5. parliamentary procedure handbook

\*Regional/National Meetings: the state president or appointed representative is expected to attend president's meetings in January at the Eastern division regional auditions and in March/April at the national conference. Times and locations will be sent to you by the regional and national presidents.

Take to the regional meeting:

1. National conference schedule in AMT magazine
2. Items of information from state activities
3. Minutes and information from regional activities
4. Meeting agenda
5. WV and ED officers list

Take to the national meeting:

1. National conference schedule in AMT magazine
2. Copies of conference program from IMT for each state president
3. Minutes and information from national activities
4. Meeting agenda
5. WV, ED and national officers list

#### COMMITTEES:

1. DLOY/TOY committee: The president will solicit a roster of up to three nominees for Teacher of the Year. Using the years of service chart and the 10-year service minimum, the President, along with two other appointed committee members will select a Distinguished Leader of the Year.
2. Budget Committee: The President, along with the treasurer (present and past if necessary), along with the Immediate Past President will work to develop a budget for the coming fiscal year to be presented and approved at the June board meeting.

#### NEWSLETTER

\*Information is posted in the order of the fiscal year, starting in June.

In general, the president is responsible for overseeing a copy-ready newsletter for the editor to assemble for the web and to also mail to those members who have requested a hard copy of the newsletter. It is important that deadlines are met in order to facilitate proofreading.

\*In general, relevant highlights of previously approved Administrative Board minutes may be summarized in the newsletter; however, minutes only go into the newsletter if they have been approved by the board, so the items may be about six months behind. Relevant information regarding upcoming district events, changes to the student performance plan, etc. may be included in the news letter.

June Newsletter-email information to the newsletter editor

- 1 - announcement of fall board meeting date and location
- 2 – President’s message
- 3 – festival dates and locations (First Vice President, District Chairs)
- 4 – WVMTA Mountain State & MTNA competition information (First Vice President).
- 5 – financial report from Treasurer
- 6 – Annual conference schedule, information, registration forms (President Elect)
- 7 – District events (First Vice President)
- 8 – officers’ reports as needed
- 9 – Information on upcoming conferences and events
- 10 – Arts Advocacy information (contact chair)
- 11-Member news (“footprints”)
- 12- Updates from National competitions if not included in the March/April Newsletter.

September Newsletter-email information to the newsletter editor

- 1 - announcement of fall board meeting date and location
- 2 – president’s message
- 3 – festival dates and locations (First Vice President, District Chairs)
- 4 – WVMTA Mountain State & MTNA competition information (First Vice President)
- 5 – financial report from Treasurer
- 6 – Annual conference schedule, information, registration forms (President Elect)
- 7 – District events (First Vice President)
- 8 – officers’ reports as needed
- 9 – Information on upcoming conferences and events

- 10 – Arts Advocacy information (contact chair)
- 11-Member news (“footprints”)
- 12 – TOY/DLOY bios
- 13 – Board-approved budget for the current fiscal year  
(presented and approved at the June Board meeting.) (Treasurer)
- 14 – Announcement of General membership meeting.
- 15 – Conference program ad requests, forms. (President  
Elect)

January newsletter – email information to newsletter editor:

- 1 – List of State Conference & Eastern Division winners  
(First Vice President)
- 2 – president’s message
- 3 – festivals report (First Vice President)
- 4 – Theory/Technique test information (First Vice President,  
district chairs)
- 5 – Spring auditions dates and locations (First Vice  
President, District Chairs)
- 6 - auditions winners pictures (contact chair)
- 7 – MTNA auditions results and pictures (contact chair)
- 8 – notices of any policy changes
- 9 – District events (First Vice President)
- 10 – officers’ reports as needed
- 11– Information on upcoming conferences and events
- 12 – Arts Advocacy information (contact chair)
- 13- Member news (“footprints”)
- 14– Announcement of TOY/DLOY awards/qualifications.  
List previous winners.
- 15 – End-of-previous fiscal year Financial Report. Every  
other year this should be a professional audit.
- 16 – Commissioned composer award announcement &  
application. (every other year).
- 17 – Member news (“footprints”)

March newsletter – email information to newsletter editor:

- 1 – announcement of June board meeting
- 2 – president’s message
- 3 – notices of policy changes
- 4 – officers’ reports as needed
- 5 – notices of any policy changes
- 6 –Commissioned composer announcement
- 7 – District events (First Vice President)
- 8 – officers’ reports as needed
- 9 – Information on upcoming conferences and events
- 10 – Arts Advocacy information (contact chair)
- 11-Member news (“footprints”)

- 12 – TOY-call for nominations
- 13 – Fall conference preview (President Elect)

**Section 2. The President Elect shall assume all duties of the President in the absence of that officer and shall be responsible for planning the annual convention.**

Job description for WVMTA President Elect

To-do list for President Elect Conference Planning

1 year in advance: Secure conference site (announce at conference or put in January newsletter)

At least 9 months in advance: Secure guest artists/clinicians (put in January newsletter);  
Check with composition chair about commissioned composer information

At least 6 months in advance:

- Secure with site coordinator a site for banquet and caterer for box lunches
- Secure with certification chair plans for certification breakfast/lunch
- Secure with site coordinator conference hotel(s)
- Create conference registration form and advertising form
- Create a draft schedule of conference program
- Put all of above into June newsletter
- Meet with competitions chair at host site with site coordinator to determine room usage and schedule

At least 3 months in advance: Send out advertising request to music publishers and local/area businesses

At least 2 months in advance:

- Put map of site and driving directions in September newsletter and run registration form again if time before registration deadline.
- Put a reminder about Foundation Raffle items in September newsletter.
- Check with competitions chair and make sure they have enough volunteers for room monitors and ask site coordinator for help with volunteers to run registration table

- Reserve lodging for guest artist/clinicians and make any necessary arrangements for them
- Begin planning hospitality table with site coordinator (will a local MTA provide refreshments? If not, can site coordinator help provide them through campus catering or local donations/purchases?)
- Put conference program together. This should include:
  - Welcome letter from president and executive director of MTNA (e-mail executive director, Gary Ingle to request)
  - Letter from State President of WVMTA
  - Letter(s) from President, Dean, Chair of Host School
  - Conference schedule
  - Bios and photos of guest artists
  - Concert programs and program notes/translations
  - Workshop descriptions
  - Competition programs (receive from competition chair at least one month before conference)
  - MTNA Code of Ethics
  - WVMTA Teacher of the Year/Distinguished Leader Award/Officers
  - Congratulations to new winner of TOY/DLA awards
  - Dates to Remember: upcoming conferences (Eastern Division, MTNA National)
  - Acknowledgements
  - Membership Directory (receive update from Membership Chair at least one month before conference)
  - Advertisements and Music Education Supporter lines
  - Other pertinent information (example, announcement about Foundation raffle)

At least one month in advance:

- Confirm with guest artist(s)/clinicians
- Send program to printer, but first send to WVMTA President to proof!
- Check with District Chairs about Foundation Fund Raffle items
- Begin processing registrations in a spreadsheet, keeping track of food orders and copying all checks before sending to treasurer

At least two weeks in advance:

- Send in food orders to caterers/restaurants and confirm with site coordinator
- Make nametags for conference attendees and assemble registration packets

During the Conference:

- Supervise registration table volunteers and be at registration table during busy times
- Oversee hospitality table and delivering of meals in conjunction with site coordinator
- Ensure needs of guest artists/clinicians are taken care of (i.e. transportation, meals, etc.)
- Ask site coordinator and competition chair to make sure signs are up directing people to rooms where competitions and workshops/recitals are held.
- Communicate with treasurer to ensure all funds are handed over to him/her at the end of the conference and all necessary bills are paid.
- At end of term, pass all files/materials to the next President Elect

**Section 3. The First Vice President shall serve as the Chairman of the District Chairs/Local Associations Chairs, administrate all competitions at the state level, and compile and send out start-up materials (Constitution, Performance Plan, complete Theory Set, complete Technique Set, Reimbursement-Adjudicator Payment Forms, misc. forms) to new Chairs of new Districts/Local Associations.**

From the WVMTA Performance Plan:

**ORGANIZATION AND IMPLEMENTATION OF THE PERFORMANCE PLANS**

**A. The WVMTA First Vice-President shall serve as the Chairman of State Adjudicated and Non-Adjudicated Performances, as well as competitive events.**

**B. The WVMTA First Vice-President shall select a Chair for each District, subject to the approval of the President. Two people may be chosen to serve as Co-Chairs if deemed preferable.**

**C. The State Performances Chair and the District Chairs shall constitute the WVMTA State Performances Committee.**

**D. For performance purposes the State is divided into districts. Each District Chair will organize Adjudicated and Festival performances in all performance areas recognized by MTNA. This will include the selection of a site, the selection of an adjudicator or adjudicators (subject to the approval of the State Performances Committee). A teacher may not adjudicate his/her own students. The District Chairs are urged to have more than one judge if 50 or more students perform. District Chairs will provide performance information to WVMTA teachers and judges, send publicity to media, and supervise all facets of the performance procedure.**

**1. The State Performances Chairman will provide all District Chairs with copies of state authorized Entrance Forms, Adjudication Sheets, Merit Certificates, and Guidelines for Judges.**



**2. It shall be the responsibility of the District Chairs to see that each district is planning properly for these performances. The District Chairs are, in turn, immediately answerable to the WVMTA State Performances Chairman.**

**3. District Chairs will forward all necessary information relating to District Competitive Performances results to the State Performances Chair no later than two weeks after the Performances are held, and will include two copies of the Performance program to be forwarded to National for ASCAP fees.**

Chronological To-Do List for the First Vice President

### January

- Preside over District Chairs meeting and revise Performance Plan as necessary
- Compile reports from District Chairs about Fall Events and submit to January newsletter
- Post information about Mountain State and MTNA competitions in January newsletter

### February

- Oversee planning for Spring District Events, field questions from District Chairs

### March

- Post information about state competitions in March newsletter
- Coordinate with President Elect a site visit to competition/conference site to plan out facilities/room assignments for competitions

### April/May

- Receive and compile reports from District Chairs from Spring Events for June newsletter
- Begin contacting potential adjudicators for state competitions

### June

- Preside over District Chairs meeting and revise Performance Plan as necessary
- Send Spring Events report to June newsletter
- Send competition information to June newsletter

### July/August

- Receive competition entries and secure adjudicators as necessary

## September

- Once competition deadline is up, schedule competition times based on applications received
- Send competition schedule times to teachers, participants, and complete schedule to President Elect for conference program by set deadline
- Complete securing adjudicators and contact them with meeting time/place/etc. Secure their boxed lunch orders and send to President Elect by specified deadline
- Begin securing room monitors (one external, one internal for each competition room.) The site coordinator may be able to assist with collegiate members.
- Send competition information to September newsletter
- Receive and compile plans for Fall Festival Theme Events from District Chairs and provide for September newsletter

## October/November

- Collaborate with site coordinator to prepare site for competitions by placing any necessary signs at site, setting up and working registration table for competitors, etc.
- Preside over competitions by preparing winners' certificates, adjudicator forms, etc.
- Meet with adjudicators and room monitors and give instructions at the beginning of the competitions
- Supervise adjudication and announcement of winners (may be assisted by competitions committee members)
- Preside at winners' recitals or have competitions committee members preside
- Send competition results report to MTNA via administrative website immediately following state competitions

## December

- Receive and compile reports from District Chairs about Fall Events for January newsletter

**Section 4. The Second Vice President shall serve as the State Membership Chairman, shall coordinate publication of the membership directory, shall send out welcoming materials (Letter of welcome, Constitution, Auditions Plan, Directory, District-choice inquiry) to all new members, shall keep District Chairs/Local Associations Chairs and Newsletter Editor apprised of member statistics (renewals, non-renewals, new members), shall make the effort to**

**contact non-renewals to reenroll, and shall perform such other duties as may be designated by the President and Administrative Board.**

#### ADDITIONAL DUTIES OF THE SECOND VICE PRESIDENT

1. Makes copies each month of the membership report from the national office. One copy along with the dues rebate check goes to the current treasurer, the other copy goes to the WVMTA webmaster.
2. Updates and prints the membership directory and distributes the directory at the fall conference.
3. Updates the state president and appropriate district chairs about new members.
4. Updates the membership list for the President Elect to include in the conference program.
5. Prepares a membership report for every WVMTA administrative board meeting and provides a copy for each board member.
6. Occasionally the second vice president will be asked to check if a member has paid dues. You can do this by accessing the MTNA website, click on the state portal, and log in as membership chair. You can access all members whose dues are current alphabetically.

**Section 5. The Secretary keeps the minutes of all meetings of the Association and Administrative Board, maintains files of reports from various offices, sees that the minutes are in legal form and properly preserved, distributes copies of minutes to all members of the Administrative Board and Committee chairmen, and performs other duties as may be designated by the President and the Administrative Board.**

**Section 6. The Treasurer is responsible for the payment of all bills authorized by the Administrative Board, keeps an itemized account of all receipts and disbursements, presents a financial report to the President and Administrative Board upon request, prepares a written annual report to the entire membership, files an annual tax exemption statement with the Internal Revenue Service, and submits all records to an auditing committee of two, selected from the J membership by the Finance Committee.**

Job Description – Treasurer (Term runs Jan-Dec for 2 years)

All payments for events which involve paying people for services (i.e. adjudicator fees or guest clinician fees) must be paid within **7 days** of the event.

All reimbursements should be paid within **7 days** of receiving the request.

- **Periodic/or “Only-once” To-do list**

- Establish a “Pending Folder” for documented paper evidence of expenses-gone-out and income-brought-in (items are only removed from this folder when transacted).
- Retrieve from previous Treasurer, or establish your own “Budget/Quarterly Report” page for use & reference throughout term of office
- Change contact information (both Treasurer & President information) on any liquid accounts, CDs, etc
- Change contact information on Reimbursement Form (both hard-copy & on-line versions)
- Change contact information on Tax Exempt Certificate (both sides)
- Distribute paper copies of both newly-revised Reimbursement Forms & Tax Exempt Certificates to everyone at first Administrative Board Meeting (?January)
- Retain pertinent minutes from Board meetings (highlight pertinent areas & put into file marked “minutes”)
- Periodically balance budget and checkbook/savings using bank statements: at least once-a-month. But in times of increased activity – i.e. state fall conference – maybe once-a-week or even every-other-day:
  1. Pull documentation from Pending Folder for each item recorded on bank statement (use monthly mailed bank statement or generate on-line version).
  2. In checkbook register mark each pulled transaction with a checkmark.
  3. Enter each pulled transacted line item appropriately on budget/quarterly report page (if done correctly, bottom-line-liquid-assets worth should match bottom-line on bank statement).
  4. Make sure that checkbook register and bank statements eventually match up by accounting for remaining items in Pending Folder (i.e.: Pending Folder items should be added to/subtracted from bank statement bottom-line to match up with checkbook bottom-line).

5. Put away pulled transaction documents into appropriate files in Treasurers Box, keeping fiscal years separate (The only exception to the “fiscal year” rule is that Member Dues statements for the upcoming year start arriving in April; so that file should always be paper-clipped from around April through March, instead of July through June; any of preceding year’s expenditures that get paid in current year go in current year files.)
  6. Put away bank statement in appropriate file in Treasurer Box.
- **Chronological Calendar-style To-do list**
    - January/February
      - Prepare, and present to Board, Quarterly Report #2/Winter Quarter (does not need to be voted on).
      - File Quarterly Report in Treasurer Box under “Treasurer Reports”.
      - Establish a new Quarterly Report for next Quarter (if using current Excel software program, certain formulas must be re-worked).
      - Mail travel-stipend checks (current award is \$50) to those students who attended Eastern Division Competitions (get addresses from 1<sup>st</sup> VP). Some may possibly get another certificate included with the check (see next line-item).
      - Copy “Congrats” Certificates for National Competitions participants to those Eastern Division students who will be traveling to National Competitions (get addresses from 1<sup>st</sup> VP)
      - Send previous End-of-Fiscal-Year Financial Statement to newsletter editor for Jan/Feb Newsletter
      - File with the IRS the Form 1099-Misc information from the previous Fall Conference Clinicians who received more than \$600 from our organization.
      - File with the IRS Form 990B (Tax-Exempt Status) Annually
    - May/June
      - Mail travel-stipend checks (current award is \$300) to those students who attended National Competitions (get addresses from 1<sup>st</sup> VP)

- Along with the President and President Elect, formulate a new budget for the next fiscal year (use current year's budgeted amounts plus current year's actual amounts to better guide yourself; when in doubt underestimate income, overestimate outflow; bottom-line total budgeted income and expense figures must match).
- Present budget to the Board at the May/June meeting. It must be voted on and approved.
- File budget in September Newsletter.
- Prepare, and present to Board, Quarterly Report #3/Spring Quarter (does not need to be voted on).
- File Quarterly Report in Treasurer Box under "Treasurer Reports".
- Establish a new Quarterly Report for next Quarter (if using current Excel software program, certain formulas must be re-worked).
- June 30
  - Prepare, and present to Board, Quarterly Report #4, which also acts as End-Of-Fiscal-Year Report (DOES need to be voted on in Fall).
  - Obtain Form 1099-Misc from IRS to have on-hand for Fall Conference Clinicians who will receive more than \$600 from our organization.
- October/November
  - Present to Board, Quarterly Report #4, which also acts as End-Of-Fiscal-Year Report (DOES need to be voted on and approved for release to membership via Annual General Membership Meeting and January Newsletter).
  - File Quarterly Report in Treasurer Box under "Treasurer Reports".
  - Establish a new Quarterly Report for next Quarter (if using current Excel software program, certain formulas must be re-worked).
  - Obtain Clinician information on the Form 1099-Misc from IRS for Fall Conference Clinicians who receive more than \$600 from our organization.
  - Copy appropriate number of "Congratulations" Certificates for student competition winners in: Mountain State, MTNA, and Adagio Competitions. At the state conference these certificates will be included with appropriate checks you will write out (current award is \$35 to Mountain State and Adagio

- Competitions winners, but those figures get lowered when included with gift cards from companies like Kleeb's Music, J.W. Pepper Publishing, etc).
- Prepare, and present to Board, Quarterly Report #1/Fall Quarter (does not need to be voted on).
  - File Quarterly Report in Treasurer Box under "Treasurer Reports".
  - Establish a new Quarterly Report for next Quarter (if using current Excel software program, certain formulas must be re-worked).
  - After conference income/expenses have been finalized (currently an Excel software program document is set up for this purpose), the information must be given to the Conference Chair (usually the President Elect); this information is reported to the Board in January.
  - After conference competitions income/expenses have been finalized as best they can be (student travel stipends come in throughout the ENTIRE year), the information must be given to the Competitions Chair (usually the 1<sup>st</sup> VP); this information is reported to the Board in January. (This information is simply taken from the budget/quarterly report page and passed on).
  - Use the same competitions information as in the above-line-item to fill out a form received from National Headquarters. Fill out the form and mail it back to National.

**Section 7. The Immediate Past-President shall attend all regular and called meetings and shall serve as Chairman of the Nominating Committee.**

See below for Constitution/Bylaws regulations referring to Immediate Past President, Nominating Committee, and new slate of officers:

**ARTICLE V -ELECTION OF OFFICERS**

**Section 1. A nominating committee consisting of the immediate Past President and two other members shall be selected by the Administrative Board in its final session of the state convention prior to the one at which new officers are to be elected.**

**Section 2. The nominating committee shall submit to the President at least thirty days prior to the election the names of one candidate for each office. The proposed slate of officers shall be announced in the final newsletter prior to election. At least twenty-four (24) hours prior to election, any WVMTA member may submit in writing the President, with the approval of the candidate, an additional nominee for any office.**

**Section 3. If no additional nominees are received by the President, the nominees presented by the nominating committee shall be considered elected by acclamation. In the event additional nominations are made, the President shall appoint tellers, who will be responsible for distributing, collecting, and counting the ballots and reporting the results to the secretary. Those candidates receiving the highest number of votes shall be declared elected for a term of two years.**

#### District Chairs Job Description

There is no job description for the District Chairs in the constitution or bylaws for WVMTA. The following is from the Performance Plan and a compilation from experienced district chairs.

From the WVMTA Performance Plan:

#### **ORGANIZATION AND IMPLEMENTATION OF THE PERFORMANCE PLANS**

**A. The WVMTA First Vice-President shall serve as the Chairman of State Adjudicated and Non-Adjudicated Performances, as well as competitive events.**

**B. The WVMTA First Vice-president shall select a Chair for each District, subject to the approval of the President. Two people may be chosen to serve as Co-Chairs if deemed preferable.**

**C. The State Performances Chair and the District Chairs shall constitute the WVMTA State Performances Committee.**

**D. For performance purposes the State is divided into districts. Each District Chair will organize Adjudicated and Festival performances in all performance areas recognized by MTNA. This will include the selection of a site, the selection of an adjudicator or adjudicators (subject to the approval of the State Performances Committee). A teacher may not adjudicate his/her own students. The District**



**Chairs are urged to have more than one judge if 50 or more students perform. District Chairs will provide performance information to WVMTA teachers and judges, send publicity to media, and supervise all facets of the performance procedure.**

**1. The State Performances Chairman will provide all District Chairs with copies of state authorized Entrance Forms, Adjudication Sheets, Merit Certificates, and Guidelines for Judges.**

**2. It shall be the responsibility of the District Chairs to see that each district is planning properly for these performances. The District Chairs are, in turn, immediately answerable to the WVMTA State Performances Chairman.**

**3. District Chairs will forward all necessary information relating to District Competitive Performances results to the State Performances Chair no later than two weeks after the Performances are held, and will include two copies of the Performance program to be forwarded to National for ASCAP fees.**

From the MTNA Local Associations Handbook:

#### **Suggested Responsibilities of Local Association Presidents**

- Plans and presides at all local association business meetings.
- Supervises all program planning and projects of the local association.
- Appoints appropriate committees and chairs to accomplish the work and activities of the local association.
- Oversees financial integrity of the local association, including the filing of required IRS forms each year.
- Submits regular reports of all activities, list of officers and any other requested information to the state local association chair.
- Sends copies of newsletters and other mailings to the state local associations chair.
- Attends required state association meetings, the state conference/convention and the national conference.
- Invites the state local association chair and the state president to visit a local association meeting or a special event each year.
- Is thoroughly acquainted with the goals of the local association, state organization and MTNA.
- Studies the constitution and bylaws to ascertain the local association is operating within the requirements of the state and national association.
- Responds promptly to all inquiries from local association members and the state and national local association chairs.
- Informs local association members of all state and national communications.
- Carries out all responsibilities of the particular local association president's job description, as well as those designated by the state constitution, bylaws and standing rules.

### **Responsibilities of State Chair to Local Associations**

- Provides necessary networking between the national local association chair and all local association presidents within the state.
- E-mails correspondence from national headquarters to all members.
- Assures that the national headquarters and the state local associations chair are included in the state and local association mailing lists in order to receive newsletters and other correspondence.
- Establishes close communication with local association president.
- Provides assistance to local presidents whenever needed.
- Schedules annual visits to local association meetings.
- Meets with the local association presidents during the state conference/convention.
- Answers all communications promptly.
- Keeps files up to date.
- Attends state conferences/conventions and national conferences.
- Encourages the affiliation of new local associations within the state.
- Carries out all responsibilities of the state local association chair as designated by the individual state constitution, bylaws and standing rules.

### **Suggested Programming/Activities for Local Associations**

- A number of regularly scheduled meetings should take place during the fiscal year. The frequency of the meetings, the issues discussed and the programs presented are planned according to the needs of the membership in each local association.
- Publications, such as a local newsletter, keep local association members informed about association business. Items that may be included in the newsletter are music articles, news columns, reviews, announcements and news items supplied by national headquarters.
- Directories, including the program schedule for the fiscal year, encourage member participation and also may be used for publicity purposes.
- Membership drives provide for the continued growth of the association and the recognition of the organization and its purposes.
- Services, such as a teacher referral service, are beneficial to the membership and to the community.
- Other programs include:
  - Workshops.
  - Seminars.
  - Lectures.
  - Performances.
  - Demonstrations.
  - Study courses.
  - Music and book reviews—some association discuss articles published in *American Music Teacher* and other periodicals.
  - Music appreciation classes.
  - Presentation by collegiate members.
  - Leadership conferences.

- Fundraising activities.
- Guest speakers—lawyer (liability), accountants (income tax), doctors (performance-related health problems), music merchants, newspaper reporters or others.
- Panels presenting, discussing and offering solutions to problems and other items of interest.
  - Student programs include:
    - Auditions.
    - Competitions.
    - Recitals.
    - Ensemble classes.
    - Multi-piano concerts.
    - Music camps.
    - Music festivals.
    - Scholarships.
    - Composition contests.
    - Collegiate chapters.
  - Reception themes include:
    - Welcoming new members and meeting prospective members.
    - Recognizing outstanding leaders and members in the community or in the association.
    - Promoting social interchange among members.
    - Honoring featured clinicians or performers.
    - Introducing private and public school music teachers and college faculty members to the association members and vice versa.
  - Membership advantages in local and state affiliates and national association
  - Leadership development.
  - Nationally Certified Teacher of Music promotion.
  - Campaigns stressing the purpose, goals and programs of the affiliated local associations.

From a compilation of experienced District Chairs: (NOTE: The following responsibilities may be delegated and/or distributed to other officers or members in Local Associations as designated by the District Chairs.)

- Attend three administrative board meetings and district chair meetings per year, or make sure co-chair from your district can attend
- Maintain membership email list
- Distribute email communication to members
- Set up and preside at periodic meetings of the Local Association
- Prepare agenda for periodic meetings of the Local Association

The timelines for events below are **suggested** guidelines, with the exception of reporting events to the state chair.

Technic and Theory testing:

**2 months in advance of the event:**

set up an event date  
secure location reservations

**1 month in advance of the event:**

provide members with copies of registration forms and certificates  
collect registration forms and fees  
divide and schedule all registered students with a time and room  
give reminders to and negotiate with teachers who send in information late and make changes  
type up the schedule and distribute to the teachers  
secure teacher monitors for the event

**1 week before the event:**

make copies of tests and certificates  
divide and organize tests, certificates, and instructions into an envelope for each room

**As soon as possible after the event:**

make arrangements for makeup tests  
collect official test scores  
coordinate info with the trophy chair  
get reimbursement for costs  
send in money collected from student fees  
send an event report to the state (no more than TWO WEEKS after the event)

Fall Festival and Spring Adjudication:**2 months before the event:**

set up an event date  
secure location reservations  
secure adjudicator(s) for spring event, arrange for stipend, travel, etc.

**1 month before the event:**

provide members with copies of registration forms and certificates  
collect registration forms and fees  
divide and schedule all registered students with a time and room  
give reminders to and negotiate with teachers who send in information late and make changes  
type up the schedule and distribute to the teachers  
arrange for all recital programs to be typed, copied, and available on event day  
secure teacher monitors for the event

**1 week before the event:**

Provide/arrange hospitality for the adjudicator(s)  
copy, label, divide and organize certificates, feedback sheets, and place instructions into envelopes

**As soon as possible after the event:**

coordinate info with the trophy chair

get reimbursement for costs

send in money collected from student fees

make sure adjudicator was paid

send an event report to the state (No more than TWO WEEKS after the event)

maintain records of the event

Regarding payment for events and expenses:

1. Notify the treasurer of the dates of events so there is a heads up when the payments will be needed.
2. Notify the treasurer within **24 hours** of an event of the names of the judges, their addresses and the number of hours of judging they are to be paid for.
3. When possible, consolidate the mailing of reimbursement requests for event expenses.

**Newsletter Editor**

There is no job description for the Newsletter Editor in the WVMTA constitution or bylaws. The WVMTA newsletter is published four times per year, in January, March/April, June, and September. The Newsletter Editor, in cooperation with the President, maintains deadlines for officers and other members to submit items for the newsletter and controls the inclusion of content of the newsletter. The Newsletter Editor is also responsible for distributing paper copies of the newsletter to those members who are not able to receive the newsletter via email. The Website Manager distributes the WVMTA News via email to most members. Refer to the President's job description for a complete list of information that should be included in each of the four newsletters.

**Certification Chair**

There is no job description for the Certification Chair in the WVMTA constitution or bylaws. The following is a job description provided by the MTNA Certification website:

**Duties of the State Association Certification Chair****1. Be Knowledgeable**

- Be aware of procedures for procuring an application packet and making an application for MTNA Certification
- Be able to explain application brochure and procedure

- Review the renewal points folder and know of activities that will count for certification renewal points
- Answer any questions regarding the MTNA Professional Certification Program or know where to refer them for an answer

## **2. Be a Communicator**

- Serve as liaison to local certification chairman--Provide them with ideas for promoting certification
- Recruit candidates for MTNA Professional Certification
- Write a regular article for your state's newsletter/magazine
- Answer all inquiries about certification promptly and pleasantly
- Encourage retention of NCTM through the MTNA Professional Certification Renewal program

## **3. Be Available**

- Recruit candidates for MTNA Professional Certification
- Offer to provide a certification program for local associations

## **4. Be Visible**

- Provide a certification display for your state convention
- Organize a question/answer or other certification information session at a state workshop or as part of the state convention
- Secure mentors, when requested, for candidates applying for MTNA certification
- Acknowledge the names of those newly certified in the state at state convention

## **5. Be an Organizer**

- Arrange for time and place at state convention to proctor examinations
- Administer Proficiency and Certification Examinations at State Conventions
- If unable to be present during MTNA proficiency and certification examinations, provide information packet to the Examiner administering certification examinations

Additional WVMTA responsibilities for the Certification Chair include:

- Recognizing newly certified members at the state conference awards banquet with a certification pin and corsage
- Supervising a raffle at the state conference for a free certification application fee waiver
- Communicate with the treasurer to make sure that any newly certified WVMTA member receives a reimbursement of half of their application fee.

Community Outreach and Education Chair

There is no job description for the Community Outreach and Education chair in the WVMTA constitution or bylaws. This position is also now known as the Arts Awareness and Advocacy Chair, according to MTNA titles. The AA&A Chair writes articles for the quarterly WVMTA News and collects feedback from the members on issues that pertain to arts awareness and advocacy and sends to the national chair for discussion at the national conference meetings and potentially for recommendations to the MTNA Board.

Other Listed State Officials (non-voting, therefore do not count toward quorum but may attend board meetings):

- College Faculty Forum Chair
- Collegiate Chapters Chair
- Composition Commissioning Chair: see MTNA Handbook for rules and regulations: <http://members.mtna.org/SDHandbook/Commissioning.pdf>
- Foundation Fund Chair: responsible for overseeing fundraising efforts with the state organization; may assist President Elect in planning raffle at the state conference; responsible for coordinating nominees for Foundation Fellows
- Historian: keeps state archives and provides pictures and other documentation to the Website Manager
- Independent Music Teachers Forum Chair: responsible for planning the IMT/College Faculty Boxed Lunch session at state conference
- Publicity
- State Mentoring
- Website Manager: keeps website updated and maintains an updated email distribution list for the entire state organization, distributes the newsletter and other correspondence electronically